



# Kinnarps Code of Conduct







01

Message from the CEO

---

02

Kinnarps core values

---

03

Kinnarps Code of Conduct

---

04

We protect human rights and good  
working conditions

---

05

We create a safe and secure workplace

---

06

We contribute to a sustainable society

---

07

We do business responsibly

---

# Message from the CEO

At Kinnarps, we are convinced that long-term success is created by doing good business in a responsible way. The starting point is Kinnarps' core values, which are the foundation of our corporate culture and how we act.

This code of conduct serves as a compass that guides us to act in line with our values. We are clear about what we stand for and we will act accordingly. This applies in our interactions with customers and suppliers, in our collaboration with colleagues, and in the decisions we make. Every day.



*Robert Petersson, CEO, Kinnarps AB*

# Kinnarps core values

Since the company was founded in 1942, Kinnarps has gone from strength to strength. One of the reasons for this success is the strong core values we have within Kinnarps. These core values have played a key role in making us one of Europe's leading suppliers of effective working environments, and they will continue to define our business.

We must use our core values as a guide when we have to make difficult decisions and we must strive to achieve a good balance between them.

## 1. RESPONSIBILITY & HOLISTIC THINKING

Take responsibility, be thrifty with resources and carry out operations in such a way that they can be sustained. Go to the source with problems and find out the real needs for a long-term solution. Understand connections, predict consequences, take all aspects into consideration, evaluate and balance.

## 2. FORWARD-THINKING SPIRIT & CREATIVITY

Pursue development and always see opportunities. Be creative, dare to be different and dare to do what nobody else has done before. Work effectively, persevere and always strive to do better.

## 3. INDEPENDENCE & EXPERTISE

Trust your own knowledge and skills and believe in the opportunities that present themselves. Perform your work in such a way that you can be proud. Strive after personal development.

## 4. HONESTY & HUMILITY

Be open and honest in all communication. Behave respectfully towards all people, regardless of their status or role. Comply with laws and regulations and keep your promises.

# Kinnarps Code of Conduct

To ensure that we act and do business responsibly in all parts of the group, we have created the Kinnarps Code of Conduct. The purpose of the code is to establish the principles that apply in the areas of human rights, labour standards, environment and business ethics, and to clarify our approach to employees, suppliers, customers and other stakeholders. The code is based on the ten principles of the UN Global Compact and through the code, Kinnarps also supports the ILO core conventions, the OECD Guidelines for Multinational Enterprises, the UN Guiding Principles on Business and Human Rights and the UN Global Goals for Sustainable Development.

Kinnarps requires all employees and individuals working for or on behalf of Kinnarps to respect and comply with relevant local, national and international legislation together with Kinnarps' Code of Conduct, even if the Code sets higher requirements than national regulations, laws or standards.

If you are a manager, you have a great responsibility to set a good example and are responsible for ensuring that your employees have read and understood the meaning of the Code of Conduct.

Our Code of Conduct contains rules and principles for how we act but cannot provide answers to how all real-life situations should be handled. Always use your common sense and if you are unsure about how to act in a situation, ask yourself the following questions:

- *Is it legal?*
- *Is it ethical?*
- *Could my action or lack of action affect the trust in Kinnarps?*
- *Can I stand for my actions during an audit?*

If you feel uncertain about the application of the Code in your daily work, you can turn to your manager for guidance.

## REPORTING CONCERNS

Kinnarps wants to have an open corporate culture where everyone can feel safe speaking up when problems are discovered. If you notice actions that you believe violate laws, regulations or our Code of Conduct, we expect you to report them. In the first instance, these suspicions should be raised with your immediate manager. Kinnarps also has a whistleblower function for reporting suspected irregularities where you have the option to remain anonymous. Anyone who suspects irregularities within Kinnarps should be able to easily report this, anonymously or openly, without risking reprisals.

Kinnarps takes action against anyone who violates laws, regulations or our Code of Conduct. Such violations may result in employees being subject to disciplinary action.

If we cause or contribute to actual human rights violations, we will take appropriate action and, where applicable, address the negative impact by providing or cooperating for remedy.

## KINNARPS GROUP SUPPLIER CODE OF CONDUCT

To clarify Kinnarps' expectations for responsibility in the supply chain, we have created the Kinnarps Group Supplier Code of Conduct. Even if the Kinnarps Group Supplier Code of Conduct sets higher requirements than national regulations, laws or standards, we require that the supplier respects and complies with it. The Kinnarps Group Supplier Code of Conduct is available in a separate document.

# We protect human rights and good working conditions

## *Human rights*

We support and respect internationally recognized human rights and ensure that we do not, directly or indirectly, participate in their violations.

We do not accept any form of child labour, modern slavery, human trafficking or forced labour and all work must be voluntary without threat. No one may be forced to give up identity documents or pay a deposit to the employer. Employees must be free to leave their employment after a reasonable period of time regulated by national law or agreement. We support the UN Convention on the Rights of the Child and the ILO Convention on Minimum Age for Admission to Employment. No person may be employed below the age of compulsory schooling, be under 15 years of age or younger than the minimum age for employment, if this age exceeds 15 years. Persons between the ages of 15 and 18 may not perform night work, hazardous work or work that hinders the personal development of the individual.

## *Employment conditions*

We uphold fair employment terms and conditions and comply with national laws and regulations and applicable collective agreements. In addition, we always fulfil at least the employment conditions described below under this heading.

All employees shall have written employment contracts and understand their terms and conditions of employment. Employment contracts shall specify the nature of the work, working hours, pay and holidays. All employees have the right to fair remuneration and an adequate living wage that is at least the statutory minimum wage or industry standard, if higher. Wages shall be paid regularly.

We comply with national laws and applicable collective agreements regarding working hours, including overtime and overtime compensation. Except in



emergencies or exceptional situations, a working week shall be limited to 60 hours, including overtime. All employees are entitled to at least one day off per week. All employees are entitled to, and are encouraged to take, breaks during the working day to allow for recovery. We value a good work-life balance and all employees are entitled to statutory holidays, sick leave and parental leave.

Deductions from wages as a disciplinary measure or deductions from wages not provided for in national law are not permitted without the express permission of the employee concerned.

#### *Freedom of association*

All employees have the right to organize or join a trade union or similar organization and to bargain collectively. Employees also have the right to choose not to organize. We do not accept punishment for membership in a trade union or similar organization. Employee representatives shall be able to carry out their representative functions in the workplace.

## We create a safe and secure workplace

#### *Discrimination and equality*

Our fundamental view is that all human beings are of equal value and everyone shall be treated with respect and dignity irrespective of human differences. There shall be no discrimination in employment, compensation, access to training, promotion, dismissal or retirement. All discrimination based on prejudice and bias is prohibited, such as discrimination on the basis of gender, ethnic origin, skin colour, sexual orientation, pregnancy, parental or marital status, religion, political opinions, nationality, ethical values, social background, disability, age, union membership or other characteristic protected by applicable legislation. We do not accept any form of harassment or offensive discrimination.

### *Work environment*

We work to create a safe and healthy work environment for all employees and comply with national laws and regulations in this area. We work systematically to minimize health and safety risks by documenting, addressing and following up on accidents and incidents to reduce the risk of recurrence.

All employees shall be provided with safety information and training on any health risks or hazardous work elements that the work may entail. Employees shall regularly receive relevant training and instructions to be able to safely operate machinery and other equipment. In order to maintain and improve safety in the workplace, employees shall actively contribute through awareness and action. Employees are required to use the personal protective equipment provided and follow the instructions given as well as internal or external rules and legal requirements. Employees are required to report any risk observations, incidents or accidents to their immediate manager or safety representative.

We shall prevent and manage emergency situations through training, the right equipment, emergency plans, evacuation alarms and evacuation procedures. The workplace shall be equipped with appropriate first aid equipment, smoke detectors, fire extinguishing equipment and escape routes. Our workplaces must comply with legal requirements regarding temperature, air quality and noise levels, with protective equipment where necessary. The workplace must be clean, safe and have access to hygienic facilities for all employees.

## We contribute to a sustainable society

### *Sustainable products and solutions*

We create interior design solutions with a long lifespan and low environmental impact that promote healthy and efficient work environments. We share our expertise to create sustainable and circular solutions that are adapted to the business and have the conditions to be used for a long time.

We take responsibility for how we design our products, select materials, make our purchases, manufacture and distribute to customers. We work for high resource optimization and low environmental impact throughout our entire value chain. By mapping our environmental impact and setting goals to reduce our business's impact on the environment, we work to continuously improve our environmental performance. We reduce our climate impact by improving material and energy efficiency and increasing the share of fossil-free and renewable energy, which supports both national and international climate goals.

### *Materials*

By optimizing material use and reducing waste, we strive to reduce the need for virgin raw materials and we work to increase the share of recycled and renewable materials. We ensure that the materials we use come from responsible sources, with regards to applicable legislation, constituent substances and biodiversity. Animal welfare is respected in accordance with applicable laws and regulations.

### *Environmental protection*

We comply with applicable environmental protection legislation where we operate and consider the precautionary principle regarding environmental risks. We work preventively and are prepared to limit and control environmental and health damage in the event of an accident. We report any accidents to the relevant authorities in accordance with national legislation.

The use of chemicals is continuously evaluated and controlled to replace harmful substances with safer alternatives or alternative processes. Waste is handled, stored, transported and disposed of in accordance with legislation in a way that protects both health and the environment. We strive for efficient water use and to reduce our emissions to air, water and soil. We work to strengthen environmental awareness and encourage the development and use of environmentally friendly technology.

### *Environmental Rights*

The right of all peoples to self-determination and to freely dispose of their natural resources is protected, and we shall not contribute to anyone being deprived of their livelihoods, subjected to forced displacement, or affected by illegal land acquisition.



# We do business responsibly

## *Corruption*

We act responsibly and ethically in business relationships and do not accept any form of corruption, bribery, extortion or improper payment. We comply with the laws of each country, which means that it is prohibited to give and receive benefits that constitute bribery.

Benefits in the form of gifts or entertainment must be given and received openly, be moderate and have business relevance. Benefits in the form of hidden purchase discounts, commission and bonus arrangements, kickbacks and side deliveries of goods/services are never accepted to give or receive. In connection with business negotiations and visits of authorities, benefits and dinners, in addition to customary working meals, must be completely avoided. A benefit may not be given or received if the purpose is or is suspected of being to influence the recipient's behaviour or decision. A benefit may never be given or received if it is associated with conditions regarding certain actions by the recipient.

## *Competition*

We trust that our products and services will succeed in a competitive market and that a fair market benefits us. We compete on the merits of our products and services and do not take actions that are illegal under applicable competition laws.

## *Conflicts of interest*

Employees or individuals working for or on behalf of Kinnarps must avoid conflicts of interest in relation to employees, related parties, existing or potential business partners or other stakeholders where such conflicts of interest may damage the trust in Kinnarps or conflict with Kinnarps' business interests.

## *Political involvement and lobbying*

Kinnarps is neutral towards political parties and candidates and neither the company's name nor resources may be used for direct political contributions. Employees are entitled to their own political opinions and involvement, but these may not

be confused with Kinnarps or give the impression of representing the company.

We engage in an active dialogue with authorities and decision-makers on issues that affect our operations. All lobbying activities must be transparent, conducted responsibly and in accordance with applicable laws.

### *Accounting and taxation*

We comply with applicable accounting and taxation laws and regulations and ensure that financial transactions are reported accurately and in accordance with applicable accounting principles. We do not tolerate any form of fraud or money laundering.

### *Product safety*

We ensure that all products are designed, manufactured, marketed and sold in accordance with applicable legal requirements and our own quality and safety standards to protect the health and safety of users. By starting with the needs of users, we actively work to promote accessibility and inclusion. We present our products and services in a transparent and accurate manner, with substantiated claims and clear information.

### *Protection of confidential information*

Confidential information is a valuable asset that must be protected. Employees may not share, use or disclose such information to unauthorized persons, either during or after employment. This includes trade secrets, strategies, financial data, customer and supplier information and other non-public information.

Sensitive data may not be transferred to third parties or made available without the necessary permission. All employees must ensure that confidential information is handled, stored and protected in accordance with applicable laws, agreements and company guidelines.

### *Protection of personal data*

We respect the right of every individual to privacy and take the necessary measures to protect personal data. We comply with applicable legislation for the collection, storage and use of this data.





